

RESOLUTION NO. 1686

A RESOLUTION ADOPTING AN ADMINISTRATIVE POLICY ENTITLED: CITY HALL USAGE POLICIES AND PROCEDURES FOR THE CITY OF GARDNER, KANSAS.

WHEREAS, it is in the best interest of the City to maintain a manual containing all administrative policies and procedures, and

WHEREAS, it is in the best interest of the City to establish and follow policies governing the management of the City's resources.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GARDNER, KANSAS that the attached policy be adopted and that the City Administrator be directed to implement these policies effective as of this date.

ADOPTED this 7th day of November, 2005.

Mayor

ATTEST:

City Clerk
(SEAL)

CITY HALL USAGE POLICIES AND PROCEDURES

Section 1	Purpose
Section 2	Eligibility
Section 3	Permissible Events
Section 4	City Hall Usage and Requirements
Section 5	Approval Authority

Section 1: PURPOSE.

The purpose of this policy is to establish rules and regulations for usage of the City Hall Building located at 120 E. Main Street (hereinafter referred to as “City Hall”). This policy will be administered by the Administration Department.

Section 2: ELIGIBILITY.

All meetings must be open to the public, and no admission may be charged and the groups must fall under one of the following types to be allowed to use the building for a meeting: a government entity, Gardner Merchants Association, Gardner Chamber of Commerce, Southwest Johnson County Economic Development Commission, Gardner schools, neighborhood associations, or civic groups. Requirements for these groups can be waived as necessary by the Assistant City Administrator to facilitate City business.

City Hall cannot be used for events making sales to the public, nor can it be used for political or religious gatherings and or groups, or groups that discriminate based on race, color, creed, sex, physical or mental disability, religion, ethnicity, national origin or ancestry, age, medical condition, marital status, military status, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.

Section 3: PERMISSABLE EVENTS.

City Hall can only be used for meeting and training purposes; all other types of events are prohibited. The Assistant City Administrator would determine if the proposed use meets the criteria.

Donation collection must be limited to the lobby area and to groups meeting the above criteria eligibility criteria for City Hall usage. The length of collections must be no longer than two weeks.

Section 4: CITY HALL USAGE AND REQUIREMENTS.

Council Chambers would be available for use between 8:30 a.m. and 4:30 p.m. Monday through Friday, with the exception of holidays. The Council Chambers and Lobby would be available for use after 4:30 p.m. until 10:00 p.m., if the City is a participant. These are considered public areas; the remaining meeting rooms need to be available for intermittent employee use. During regular business hours, these events must be limited to 20 or fewer participants due to parking constraints. There will be no weekend events unless the City is a participant in the events.

An Organization requesting permission to use City Hall for a meeting or training:

- 1) Must submit an application for approval no less than 72 business hours before the requested date.
- 2) Must be at least 18 years of age to make a facility reservation.
- 3) Must not conflict with City Department use, which have priority in scheduling.
- 4) Cannot reserve more than three months in advance.
- 5) Cannot make more than two reservations at a time, with a maximum of one reservation for a week's time.

- 6) Cancellations should be made at least 48 business hours prior to the date.
- 7) The group using the room is responsible for the set up and returning the room to its original condition.
- 8) Events may bring in food; however, approval is required in advance from the Assistant City Administrator. The City does not intend to provide access to a kitchen.
- 9) The City reserves the right to bill for up to \$30 per hour fee for clean up if trash is not properly disposed of and/or if the facility was not left to its requirements, damage has occurred or any of the rules and regulations were broken.

Section 5: APPROVAL AUTHORITY.

The Assistant City Administrator or his/her designee, shall have sole authority to approve City Hall usage and any exception from the above requirements. Applicants will be notified of the status of their application for use by phone.